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Approved For Release 2002/06/18 : CIA-RDP84-00951R000400010023-4

*BVR* (1)  
1 December 1948

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Executive Assistant Director, OCD

Services to be rendered by OCD Registers

### 1. Biographic Register

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The Biographic Register in carrying out its responsibility of recording centrally the availability of biographic information is in the process of developing an index of dossiers available in various intelligence agencies and elsewhere in the Government. This index now has about [ ] names listed in it which represents a large portion of the who's who collections in War Department, all dossiers in the State Department, a part of the Navy personality files, and some of the Air Force files from Washington and Wright Field, Ohio. Although not complete at this time, this index is allowing Biographic Register to give the location of dossiers on an individual throughout the IAC agencies.

The professional staff of the Register has for over a year been preparing detailed Biographic reports on foreign individuals and foreign political, social and cultural organizations upon request. This service is primary performed for requests originating within CIA, although we do service AEC and at times JCS and NSRB.

Biographic Register in accordance with NSC Directive No. 8 is responsible for maintaining up-to-date dossiers and furnishing details or all information available on scientists and technicians to any of the intelligence agencies upon request. The work in fulfilling this NSC Directive is well underway and detailed reports are being prepared in increasing quantities to all agencies.

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[ ] should feel free at any time to call upon the Biographic Register for verification of foreign names or organizations which they may come across in the course of their regular activities and may expect prompt response to specific requests for factual data when it is available; more lengthy reports can and will be prepared if desired. This Register is authorized to carry out direct exchange of foreign biographic intelligence information with similar units of other agencies and has the responsibility of doing so for all units of CIA.

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For any biographic information call Extension [ ]

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*OAD/CR*  
*Ref 7, pp 55-95*  
*Index 43-48*

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~~CONFIDENTIAL~~

- 2 -

## 2. Industrial Register

Both the Industrial Register and Biographic Register use machine techniques for selection and listing purposes, and both have extensive Flex-O-Line systems for immediately checking the availability of desired information. Although the Industrial Register is established to cope with industrial information on a world-wide basis (not U.S.), its major emphasis has been the USSR and satellite areas.

When as and if reported, this Register selects, analyses, records and collates information concerning the following;

- a. Profits and investments
- b. Relationship to other organizations or plants
- c. Manpower
- d. Raw materials including quantity and source
- e. Finished products including type, method of transportation and recipient

Other details as reported and where essential are available. This Register also records the nature and availability of certain foreign industrial information available elsewhere in Washington but not of sufficient priority to be more fully incorporated in the Register at this time.

This Register is now being extensively used by the IAC Agencies, particularly Air Forces and Army and by a number of branches of CIA.

## 3. Graphics Register

Graphics Register is composed of two divisions which are responsible for locating, selecting and recording of photographs and films having an intelligence value. This index can be used for certain types of material upon request so that large quantities of photographs will not have to be reproduced and only those items of definite need will be reproduced and brought into the Agency.

The Graphics Register does maintain the Central Photograph and Film files to the extent required by CIA. The photographic division has the overall coordinating responsibility for this media for the INS program. It also prepares photographic materials for special reports turned out by CIA and for the use in discussions in the situation room etc. These photographic files are extensively used by the Army. The State Department Field Officers turn all their

**CONFIDENTIAL**

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- 3 -

photographic materials over to the Graphics Register and the State Department relays on the Graphics Register for supplying all of its photographic needs. The Film Division processes its material in the same fashion as the Photographic Division.

It is hoped that these brief statements will answer your needs.

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